



**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY**  
**PROCUREMENT CELL**  
BY REGISTERED A.D./COURIER SERVICE.

12/11/18

**CONTRACT SCHEDULE**

1. Contract No: PC/NED/IM/PPC Machine/6662/1050 *1487* Dated: 16/10/2018
2. Name & Address of Contractor: M/s. O & A Business Machine (Pvt.) Ltd.
3. Contractor's Tender No. & Date: Nil. 30-08-2018
4. Indenter's Name & Address: CID.
5. Indenter's Indent No & Date:
6. Particulars of stores: As below.

Item No.	Description of Store	Acctg Unit	Price per A/U	Total Qty Reqd.	Total Value
01.	Toshiba Digital Copier Model, 2508A - 25 CPM with RADF, Auto Duplex, Network Printer & Color Scanner, 320 GB HDD, 4 GB RAM, 550 x 2 sheets Drawer, 100 sheets stack feed By-pass, printing resolution 2400x600 dpi Electronic Sorting Fax Trolley (Local) & one extra Toner cartridge.	No.	325,213/-	01	325,213/-
	<b>Warranty:-</b> 01 year free service with parts including Toner, Drum, developer & cleaning Blade for 100,000 copies only.				
	GST.....	....	....	....	55,287/-
	Total .....	....	....	....	380,500/-

**INSTRUCTIONS:**

- Store must be delivered to Central Store in due period which will be issued by the Central Store to the Indenter.
- A copy of Delivery Challan must be delivered to Procurement Officer on same day after delivery of Store.
- Bill should be submitted to Assistant Director (Procurement) along with G.S.T Invoice.
- Inspection Certificate may be issued by Central Store within Prescribed period as mentioned in clause 15 of the Indent Form.

**GRAND TOTAL (Value in Words) Three Lac Eighty Thousand Five Hundred. *Only***

7. Date of Delivery: Within 01 Month  
(If goods not delivered within stipulated time; please immediately intimate to the procurement cell)
8. Place of Delivery: NED University Campus/Consignee.
9. Name & Address of Consignee. PA to CID

120/L

60

10. Performance Security equivalent to 2.5% of Contract Schedule is required at the earliest.
11. Contract Agreement on Stamp papers value equivalent to rate as specified in Stamp Act.
12. Dispatch Instruction.
13. Inspecting Officer.
14. Place at which to be inspected.
15. Payment.

Stores should be delivered at firm's premises/free to the consignee at NED University of Engineering and Technology.

The consignee/ Indenting officer or his authorized representative.  
At firms premises/ Consignee's end.

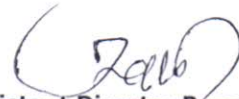
- i. 100% payment to be made on the proof of inspection and Consignee's receipt certificate during year 2018-2019.
- ii. 1% Payment in advance along with contract/and balance after complete delivery and in proof of consignee's receipt during the year 2018 - 2019
- iii. If the supply is not according to the specifications or unsatisfactory, the contract will be rejected and cancelled at the risk and cost of firm.
- iv. If the firm fails to execute the contract/supply order as per condition action will be taken against them which may be their black listing and E.M.S.D. will be forfeited.
- v. In Case of late delivery L.D. charges @ 2% per month will be imposed. Part payment against part supply is/ not allowed.
- vi. Valid Professional Tax Certificate is required for payment.

**NOTE**

1. The firms may send the Inspection call with-in delivery period under intimation to the Assistant Director Procurement in writing.
2. The Bill in duplicate along with Inspection certificates on form F/QSP 09/10/00 may be sent to the P.O for payment.

Copy to

1. Resident Auditor
2. Indenting Officer
3. Case File
4. Master File
5. Manager Central Store



**Assistant Director Procurement-II  
For & on behalf of Vice Chancellor  
NED University of Engg. Tech.**

The cost is debitable to Head of Account as mentioned in the Sanction order (office order). This issues with the sanction and approval of the Competent Authority of this University.